

DRAFT - 26 February 1962

MEMORANDUM FOR: CS Records Management Officers

SUBJECT : Proposed CSI on "Organization and Disposition
of CS Records"

1. The attached, proposed CSI is forwarded for coordination, concurrence and/or comment by your component. It has two objectives. Primarily, if implemented over the long term, it will bring simple order and coherence to the CS records picture. It is intended to organize any employee's records holdings into file series which will be the same wherever similar records are held. This would mean that whenever we talk about control and disposition of records we would all be talking about the same thing and using the same terms. As a corollary to this main purpose too, this instruction should promote understanding and use of certain proven techniques, principally that of "cutting off" files as they grow old and retiring or destroying the unneeded portions. The second objective is to adapt the Records Control Schedule idea to Clandestine Services use to the extent that it is presently feasible by promulgating this "general schedule" and using it hereafter as the technical and legal basis for disposition and control of records. On the score of implementation, it should be possible to start organizing records as prescribed at the time of the next annual inventory.

2. Please check this out in your component to whatever extent required and comment to this office as soon as you can. Since it is

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desired to cover all CS paper by means of realistic files series titles
it would be appreciated if you would give particular attention to this
matter and suggest new or different titles and groupings which have
"across the board" applicability.


DD/P Records Management Officer

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Attachment:
Draft CSI

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